

Liberal Leave Guidance for MCtime

Below is a chart to assist you in recording your time when Liberal Leave is authorized:

For Non-Essential Employees Only:

	Liberal Leave authorized on a regular scheduled work day	Liberal Leave authorized on my scheduled day off
I did not work on the day and elected to use “Liberal Leave”	Add a row to timecard. Record regularly scheduled hours using one of the following Pay Codes: <ul style="list-style-type: none">• <i>Comp Leave Supp Used</i>• <i>Comp Leave Used</i>• <i>Annual Leave</i>• <i>Personal Day</i> (full day only)• <i>Paid Time Off (PTO) – if applicable</i>• <i>LWOP</i> (if no other leave balance is available)	Do nothing
I worked on the day	Record the hours worked, using the Pay Code: <i>Hours Worked</i>	Record the hours worked, using the Pay Code: <i>Hours Worked</i>

For assistance on how to add rows or enter Pay Codes, please refer to the [Employee Tasks Job Aid](#).

For Essential Employees Only:

There is no Liberal Leave for Essential Employees.